



MEMORANDUM

To: Title III/LAS Links Administrators
Non-public School Administrators

From: Charity Flores, Assessment Program Coordinator
Office of Student Assessment

Lauren Harvey, Coordinator of English Language Learning & Migrant Education
Division of Differentiated Learners

Date: November 20, 2009

RE: Non-public schools and LAS Links English Proficiency Assessment materials

The purpose of this memorandum is to clarify the process for obtaining LAS Links English Proficiency Assessment materials for limited English proficient (LEP) students enrolled in non-public schools; and the usage of Title III funds to support the assessment process.

A new guidance document from the U.S. Department of Education related to English language proficiency assessment of LEP students in non-public school is posted at <http://www.doe.in.gov/lmmp/privateschool.html>. Non-public schools are required to administer an annual English proficiency assessment; however, they are **not** required to use the state adopted LAS Links English Proficiency Assessment. Non-public schools are **not** included in the state's contract with CTB/McGraw-Hill for LAS Links test materials and scoring services.

Materials for Spring 2010 LAS Links Administration

Because of this guidance document, school corporations may assist non-public schools in the ordering process. However, school corporations should not include non-public LEP students in their counts for LAS Links Placement Tests or Spring 2010 LAS Links testing materials. Any materials requested for non-public schools should have been handled separately from School Corporation orders. Further, materials for non-public LEP students should not be included during the Spring 2010 short-add window.

If the online enrollment for Spring 2010 LAS Links included materials for non-public students, school corporations must notify Charity Flores via email at cflores@doe.in.gov by **December 1, 2009**. The cost of these materials will not be covered by the state's contract and an invoice will be generated with CTB/McGraw-Hill to cover the costs for the materials needed by the non-public schools.

Use of Title III funds for non-public LAS Links materials

Title III funds are generated based on LEP student counts submitted by school corporations and non-public schools. Funds for LEP students reported by non-public schools were allocated to the school corporation in which the non-public school is located. School corporations must collaborate with non-public schools to determine how the Title III funds will be spent.

The Title III funds generated by non-public students **may** be used to purchase LAS Links testing materials. The order for test materials should be placed by calling the CTB Help Desk (800) 282-1132. If

Title III funds are being used, orders should be placed by the school corporation separate from the Spring 2010 online enrollment process. Upon receipt, the testing materials should be given to the non-public school. Any testing materials needed beyond what Title III funds can support are the responsibility of the non-public school and must be purchased separately by the non-public school.

English Language Learner Questions: Lauren Harvey, Coordinator of English Language Learning and Migrant Education, Division of Differentiated Learners, (317) 232-0555 or (800) 257-1677

LAS Links Assessment Questions: Charity Flores, Assessment Program Coordinator, Office of Student Assessment, (317) 232-9050